

**Exeter Board of Selectmen Meeting  
Monday, June 29<sup>th</sup>, 2015, 7:00 p.m.  
Nowak Room, Town Office Building  
10 Front Street, Exeter, NH**

1. Call Meeting to Order
2. Bid Openings/Awards – Fire Alarm Bucket Truck, Linden Street Bridge Construction
3. Public Comment
4. Minutes & Proclamations
  - a. Proclamations/Recognitions
  - b. Regular Meetings: June 15<sup>th</sup>, 2015
5. Appointments
6. Discussion/Action Items
  - a. New Business
    - i. Budget Recommendations Committee Procedures
    - ii. 2015 Dog Warrant for Unlicensed Dogs
    - iii. COAST Representative
    - iv. Planning/Land Use Review Process
  - b. Old Business-
    - i. Recreation Park Feasibility Study
7. Regular Business
  - a. Tax, Water/Sewer Abatements & Exemptions
  - b. Permits & Approvals
  - c. Town Manager's Report
  - d. Selectmen's Committee Reports
  - e. Correspondence
8. Review Board Calendar
9. Non Public Session
10. Adjournment

Julie Gilman, Chairwoman  
Exeter Selectboard

Posted: 06/26/15 Town Office, Town Website

Persons may request an accommodation for a disabling condition in order to attend this meeting. It is asked that such requests be made with 72 hours notice. If you do not make such a request, you may do so with the Town Manager prior to the start of the meeting. No requests will be considered once the meeting has begun.

AGENDA SUBJECT TO CHANGE

# Memo

**To:** Russ Dean, Town Manager  
**From:** Brian Comeau, Chief of Department  
**CC:** Board of Selectmen  
**Date:** June 26, 2015  
**Re:** Fire Alarm Bucket Truck



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Russ, as you recall, at the last selectmen's meeting the bids were opened for the Fire Alarm Bucket Truck. 5 bids were received and after review we believe the bid from RBG, Inc. is the best fit for the fire department and the Town of Exeter.

I recommend awarding the bid to RBG, Inc. The bid is for \$92,291 after a \$6,000 trade for our existing vehicle.

**Justification for awarding the bid to RBG, Inc. include:**

They are a local manufacturer, located in Raymond, NH for future warranty and service,  
They are the second lowest bidder at \$92,291 for a turnkey project,  
They gave the highest trade in allowance of \$6,000,  
They have the quickest build time of 30-60 days after receipt of cab and chassis,  
They provided the tallest lift that fit within our budget,  
And lastly, the aerial lift provided is a name brand we are familiar with; in fact the Exeter Hospital purchases all their equipment from RBG, Inc.

**Reasons for not going with low bid include:**

300 days to deliver after receipt of cab and chassis, this will likely be approximately 1 year from now,  
An articulating /telescopic lift that we are not familiar with and no one we have contacted locally has any information about the lift,  
The working height of the lift is shorter than our existing bucket truck.  
The RFP required and 49' lift and the bidder is providing a lift of 45' 9".

I look forward to discussing the matter further at the July 29, 2015 Selectman's Meeting,

Brian

# Exeter Fire Department Fire Alarm Bucket Truck Bid Comparison

SPECIFICATION	CUES	NORTH AMERICAN UPFITTERS #1	NORTH AMERICAN UPFITTERS #2	ALTEC	RBG, Inc.
Bid Price	\$77,623.00	\$116,377.79	\$96,553.58	\$97,091.00	\$98,291.00
Trade-In Allowance	\$5,000	\$2,000	\$2,000	\$4,000	\$6,000
Final Delivery Price	\$72,623.00	\$114,377.79	\$94,553.58	\$93,091.00	\$92,291.00
Delivery date	300 days	220-250 days	90-140 days	270-300 days	30-60 days after receipt of chassis
Service Facility (50 miles)	48 miles	27 miles	27 miles	1,065 miles	18 miles
Training		In-service Operator Training	In-service Operator Training		In-service Operator Training
Ford F550	2016 - 4 x 2	2016 - 4 x 2	2015 - 4 x 2	2016 - 4 x 2	2015 - 4 x 2
Engine	6.8L V10 Gas	6.8L V10 Gas	6.8L V10 Gas	6.8L V10 Gas	6.8L V10 Gas
Chassis	19,500 GVW	19,500 GVW	19,500 GVW	18,000 GVW	19,500 GVW
Wheelbase	165"	165"	165"	165"	165"
Color	White	White	White	White	White
Fiberglass Body	Altec/Astoria 132 LP Service King Body	FX BFXB84LS fiberglass service body - 132"	FX BFXB84LS fiberglass service body - 132"	ALTEC Osceloa fiberglass body - 102"	FX BFXB84LS fiberglass service body - 132"
Aerial Lift	UTEM UTLI 46 Insulated Aerial Lift	Versalift VST-47-1 Aerial Device	Versalift SST-40EIH Aerial Device	ALTEC AT 40-G telescopic articulating Aerial Device	Dur-A-Lift DTAX-44FP telescopic articulating Aerial Device
49' Working Hgt.	45' 9"	51' 4"	45' 0"	45' 6"	49' 0"
Horizontal Reach	27' 8"	30' 9"	27' 9"	29' 8"	30' 0"
Bucket Rotation	540°	180°	360°	180°	180°
Emergency Stop @ Bucket	YES	YES	YES	YES	YES
1 Hydraulic Tool @ bucket	YES	YES	YES	YES	YES
<b>Warranties</b>					
Lift	Not listed	Versalift 1 year	Versalift 1 year	1 Year Parts	2 Years
Structural	Not listed	Structural 10 years	Structural 10 years	1 Year Labor	Not listed
Fiberglass Body	6 Years	Not listed	Not listed	Not listed	1 Year
Chassis	Manufacturer	Manufacturer	Manufacturer	Manufacturer	Manufacturer



June 18, 2015

Town of Exeter  
Mr. Jay Perkins, Highway Superintendent  
Public Works Department  
13 Newfields Road  
Exeter, NH 03833

**RE: Bid Tabulation and Recommendation for Award  
Linden Street Bridge over the Little River  
CMA #923**

Dear Jay:

The construction bids of June 15, 2015 for the Linden Street project have been checked and tabulated (copy attached). The low bidder among the 2 bids received is confirmed to be George R. Cairns & Sons, Inc. The low bid amount is \$674,895.00, which is the total of the extended amounts. As required in the bid documents, George R. Cairns & Sons, Inc. completed and submitted the following:

- Bid Bond for 5% of the Bid Amount
- Acknowledgement of Addenda Nos. 1 and 2

Based on the bid, it is CMA Engineers' recommendation to award the project to and enter into an agreement with George R. Cairns & Sons, Inc. We have included the Notice of Award form ready for signature after the next Selectmen's meeting.

Upon execution of the agreement with George R. Cairns & Sons, Inc., the bid bonds submitted by the unsuccessful bidder may be released.

With your permission, we would like to issue a letter of intent to award the contract to George R. Cairns & Sons, Inc prior to the June 29, 2015 Selectmen's meeting when the notice of Award is expected to be finalized. This notice, while unofficial and non-binding on the Town, will allow Cairns to start some of the early administrative work necessary to complete the project within the in-water work window of July and August.

Very truly yours,  
CMA ENGINEERS, INC.

2015 

Jason L. Gallant, P.E.  
Project Manager

Encl.  
JLG:ams

923-Exeter-DL-150618-Award Recommendation Cairns JLG.docx

# NOTICE OF AWARD

Dated: \_\_\_\_\_

<b>TO:</b>	George R. Cairns & Sons, Inc.
<b>ADDRESS:</b>	8 Ledge Road, Windham, NH 03087
<b>OWNER'S CONTRACT NO.:</b>	N/A
<b>CONTRACT FOR:</b>	Linden Street Little River Bridge Replacement

You are notified that your Bid dated June 15, 2015 for the above Contract has been considered. You are the apparent Successful Bidder and have been awarded a contract for: Linden Street Little River Bridge Replacement.

The Contract Price of your contract is: \$674,895.00.

Three (3) copies of each of the proposed Contract Documents and Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions within seven (7) days of the date of this Notice of Award, that is by July \_\_, 2015:

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents. This includes the three sets of Drawings. Each of the Contract Documents must bear your signature on the cover.
2. You must deliver with the executed Agreement, the Contract Security (Bonds) as specified in the Instructions to Bidders, General Conditions, and Supplementary Conditions.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your bid in default, to annul this Notice of Award and to declare your Bid Security forfeited.

Within seven (7) days after you comply with the above conditions, OWNER will return to you one fully signed counterpart of the Agreement with the Contract Documents attached.

Town of Exeter, NH

\_\_\_\_\_  
(OWNER)

By: \_\_\_\_\_

(AUTHORIZED SIGNATURE)

\_\_\_\_\_  
(TITLE)

<b>CMA ENGINEERS, Inc.</b>	File: 923 - Bid Tab.xlsx
Civil/Environmental Engineers	Linded Street Little River Bridge Replacement
35 Bow Street	CMA #923
Portsmouth, NH 03801	June 16, 2015
	By: LBK
	Reviewed By: JLG

**Linden Street Little River Bridge Replacement  
Bid Tabulation**

Bid Item No.	UNITS	Bid Item Description and Unit Price in Words	Est. Qty.	George R. Cairns and Sons, Inc.		Tbuek Construction, Inc.		CMA Engineers, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
<b>A. Contract</b>									
1	LS	Clearing and Grubbing	1	\$ 3,000.00	\$ 3,000.00	\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
2	LF	Removal of Exist. Asbest. Cement Pipe, 0-24" Diam.	130	\$ 55.00	\$ 7,150.00	\$ 20.00	\$ 2,600.00	\$ 12.00	\$ 1,560.00
3	LF	Removal of Guardrail	415	\$ 5.50	\$ 2,282.50	\$ 3.00	\$ 1,245.00	\$ 1.10	\$ 456.50
4	CY	Common Excavation	235	\$ 15.00	\$ 3,525.00	\$ 20.00	\$ 4,700.00	\$ 10.00	\$ 2,350.00
5	CY	Rock Excavation	15	\$ 15.00	\$ 225.00	\$ 100.00	\$ 1,500.00	\$ 60.00	\$ 900.00
6	CY	Embankment-in-Place (F)	20	\$ 12.00	\$ 240.00	\$ 40.00	\$ 800.00	\$ 10.00	\$ 200.00
7	CY	Common Structure Excavation Exploratory	40	\$ 55.00	\$ 2,200.00	\$ 50.00	\$ 2,000.00	\$ 65.00	\$ 2,600.00
8	CY	Common Channel Excavation	770	\$ 20.00	\$ 15,400.00	\$ 25.00	\$ 19,250.00	\$ 20.00	\$ 15,400.00
9	CY	Granular Backfill Bridge (F)	100	\$ 43.00	\$ 4,300.00	\$ 65.00	\$ 6,500.00	\$ 35.00	\$ 3,500.00
10	U	Fine Grading	1	\$ 2,200.00	\$ 2,200.00	\$ 3,500.00	\$ 3,500.00	\$ 2,500.00	\$ 2,500.00
11	CY	Gravel (F)	135	\$ 31.00	\$ 4,185.00	\$ 50.00	\$ 6,750.00	\$ 25.00	\$ 3,375.00
12	CY	Crushed Gravel (F)	165	\$ 33.00	\$ 5,445.00	\$ 50.00	\$ 8,250.00	\$ 22.00	\$ 3,630.00
13	TON	Hot Bituminous Pavement, Machine Method	130	\$ 170.00	\$ 22,100.00	\$ 155.00	\$ 20,150.00	\$ 75.00	\$ 9,750.00
14	TON	Hot Bituminous Pavement, Hand Method	5	\$ 220.00	\$ 1,100.00	\$ 200.00	\$ 1,000.00	\$ 90.00	\$ 450.00
15	LF	Pavement Joint Adhesive	500	\$ 2.20	\$ 1,100.00	\$ 2.00	\$ 1,000.00	\$ 0.50	\$ 250.00
16	TON	Hot Bituminous Bridge Pavement, 1.5" Base Course (F)	13	\$ 170.00	\$ 2,210.00	\$ 155.00	\$ 2,015.00	\$ 175.00	\$ 2,275.00
17	SY	Cold Planning Bituminous Srface	55	\$ 52.00	\$ 2,860.00	\$ 47.00	\$ 2,585.00	\$ 15.00	\$ 825.00
18	U	Removal of Existing Bridge Structure	1	\$ 14,000.00	\$ 14,000.00	\$ 35,000.00	\$ 35,000.00	\$ 5,000.00	\$ 5,000.00
19	U	Water Diversion Structure	1	\$ 29,000.00	\$ 29,000.00	\$ 90,000.00	\$ 90,000.00	\$ 15,000.00	\$ 15,000.00
20	CY	Common Bridge Excavation (F)	310	\$ 16.00	\$ 4,960.00	\$ 20.00	\$ 6,200.00	\$ 19.00	\$ 5,890.00
21	CY	Rock Bridge Excavation	20	\$ 16.00	\$ 320.00	\$ 100.00	\$ 2,000.00	\$ 60.00	\$ 1,200.00
22	CY	Structural Fill	20	\$ 50.00	\$ 1,000.00	\$ 120.00	\$ 2,400.00	\$ 41.00	\$ 820.00
23	U	Pile Driving Equipment	1	\$ 32,275.00	\$ 32,275.00	\$ 50,000.00	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00
24	LB	Furnishing and Driving Steel Bearing Piles	13800	\$ 0.77	\$ 10,626.00	\$ 0.62	\$ 8,556.00	\$ 0.50	\$ 6,900.00
25	EA	Driving-Points for Steel Bearing Piles	10	\$ 220.00	\$ 2,200.00	\$ 400.00	\$ 4,000.00	\$ 500.00	\$ 5,000.00
26	CY	Concrete Class AA	105	\$ 870.00	\$ 91,350.00	\$ 950.00	\$ 99,750.00	\$ 650.00	\$ 68,250.00
27	CY	Concrete Class AA, Approach Slabs	60	\$ 400.00	\$ 24,000.00	\$ 450.00	\$ 27,000.00	\$ 650.00	\$ 39,000.00
28	SF	Prestressed Concrete Bridge Deck, 24" Butted Box Beams (F)	1600	\$ 81.60	\$ 130,560.00	\$ 150.00	\$ 240,000.00	\$ 90.00	\$ 144,000.00
29	GAL	Water Repellent (Silane-Siloxane)	10	\$ 47.00	\$ 470.00	\$ 75.00	\$ 750.00	\$ 65.00	\$ 650.00
30	SY	Barrier Membrane, Peel and Stick - Vertical Surfaces (F)	5	\$ 55.00	\$ 275.00	\$ 75.00	\$ 375.00	\$ 50.00	\$ 250.00
31	SY	Barrier Membrane, Heat Welded (F)	25	\$ 38.50	\$ 962.50	\$ 35.00	\$ 875.00	\$ 25.00	\$ 625.00
32	SY	Barrier Membrane, Heat Welded - Machine Method (F)	170	\$ 38.50	\$ 6,545.00	\$ 35.00	\$ 5,950.00	\$ 25.00	\$ 4,250.00
33	LB	Reinforcing Steel, (Contractor Detailed)	4900	\$ 1.35	\$ 6,615.00	\$ 1.00	\$ 4,900.00	\$ 1.15	\$ 5,635.00
34	LB	Reinforcing Steel, Epoxy Coated (Contractor Detailed)	14300	\$ 1.40	\$ 20,020.00	\$ 1.10	\$ 15,730.00	\$ 1.20	\$ 17,160.00
35	LB	Synthetic Fiber Reinforcing	380	\$ 7.00	\$ 2,660.00	\$ 10.00	\$ 3,800.00	\$ 6.50	\$ 2,470.00
36	EA	Elastomeric Bearing Pads (F)	36	\$ 200.00	\$ 7,200.00	\$ 200.00	\$ 7,200.00	\$ 170.00	\$ 6,120.00
37	LF	Asphaltic Plug Expansion Joint (F)	35	\$ 150.00	\$ 5,250.00	\$ 140.00	\$ 4,900.00	\$ 150.00	\$ 5,250.00
38	LF	Modified Elastomeric Plug Type Flexible Joint, 6" Wide (F)	35	\$ 137.00	\$ 4,795.00	\$ 140.00	\$ 4,900.00	\$ 120.00	\$ 4,200.00
39	LF	Silicone Joint Sealant (F)	40	\$ 23.00	\$ 920.00	\$ 25.00	\$ 1,000.00	\$ 20.00	\$ 800.00
40	LF	Bridge Rail T101	68	\$ 148.00	\$ 10,064.00	\$ 135.00	\$ 9,180.00	\$ 150.00	\$ 10,200.00
41	LF	Bridge Rail T101 with Snow Screening	68	\$ 190.00	\$ 12,920.00	\$ 175.00	\$ 11,900.00	\$ 180.00	\$ 12,240.00
42	CY	Riprap C	240	\$ 54.00	\$ 12,960.00	\$ 74.00	\$ 17,760.00	\$ 121.00	\$ 29,040.00
43	SY	Geotextile, Permanent Erosion Control, Class 1, Non-Woven	475	\$ 2.30	\$ 1,092.50	\$ 5.00	\$ 2,375.00	\$ 3.00	\$ 1,425.00
44	LF	Beam Guardrail (Standard Section) (Steel Post)	225	\$ 18.00	\$ 4,050.00	\$ 17.00	\$ 3,825.00	\$ 20.00	\$ 4,500.00
45	U	Beam Guardrail (Terminal Unit Type EAGRT 25 ft./Steel Post)	4	\$ 1,900.00	\$ 7,600.00	\$ 1,800.00	\$ 7,200.00	\$ 1,650.00	\$ 6,600.00
46	U	Beam Guardrail (Bridge Approach Unit)	4	\$ 4,200.00	\$ 16,800.00	\$ 3,900.00	\$ 15,600.00	\$ 3,000.00	\$ 12,000.00
47	SY	2.5" Bituminous Sidewalk (F)	110	\$ 30.00	\$ 3,300.00	\$ 35.00	\$ 3,850.00	\$ 65.00	\$ 7,150.00
48	LF	Straight Granite Curb	180	\$ 33.00	\$ 5,940.00	\$ 42.00	\$ 7,560.00	\$ 30.00	\$ 5,400.00
49	LF	12" Cement Lined Ductile Iron Water Pipe, CL 52	40	\$ 77.00	\$ 3,080.00	\$ 145.00	\$ 5,800.00	\$ 85.00	\$ 3,400.00
50	LF	12" Insulated Cement Lined Ductile Iron Water Pipe, CL 52	90	\$ 285.00	\$ 25,650.00	\$ 300.00	\$ 27,000.00	\$ 150.00	\$ 13,500.00
51	EA	12" Fitting (Hymax Transition Coupling)	2	\$ 920.00	\$ 1,840.00	\$ 1,500.00	\$ 3,000.00	\$ 26.00	\$ 52.00
52	EA	12" Insulated Fitting	2	\$ 1,360.00	\$ 2,720.00	\$ 2,100.00	\$ 4,200.00	\$ 1,500.00	\$ 3,000.00
53	EA	12" Gate Valve	4	\$ 2,350.00	\$ 9,400.00	\$ 750.00	\$ 3,000.00	\$ 2,500.00	\$ 10,000.00
54	S	Uniformed Officers	2500	\$ 1.00	\$ 2,500.00	\$ 1.00	\$ 2,500.00	\$ 1.00	\$ 2,500.00
55	LS	Maintenance of Traffic	1	\$ 8,875.00	\$ 8,875.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
56	LF	Sawed Bituminous Pavement	110	\$ 5.50	\$ 605.00	\$ 5.00	\$ 550.00	\$ 3.00	\$ 330.00
57	LF	Retroreflective Paint Pave. Marking, 4" Line	1000	\$ 1.00	\$ 1,000.00	\$ 2.00	\$ 2,000.00	\$ 0.50	\$ 500.00
58	LF	Silt Fence	600	\$ 4.40	\$ 2,640.00	\$ 5.00	\$ 3,000.00	\$ 3.00	\$ 1,800.00
59	U	Storm Water Pollution Prevention Plan	1	\$ 2,750.00	\$ 2,750.00	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00
60	HR	Monitoring SWPPP and Erosion and Sediment Controls	50	\$ 85.00	\$ 4,250.00	\$ 55.00	\$ 2,750.00	\$ 50.00	\$ 2,500.00
61	SY	Turf Establishment with Mulch, Tackifiers, and Loam	450	\$ 9.85	\$ 4,432.50	\$ 10.00	\$ 4,500.00	\$ 3.00	\$ 1,350.00
62	U	Mobilization	1	\$ 48,900.00	\$ 48,900.00	\$ 92,977.00	\$ 92,977.00	\$ 39,630.00	\$ 39,630.00
63	S	Alterations and Additions as Needed - Testing of Materials	6000	\$ 1.00	\$ 6,000.00	\$ 1.00	\$ 6,000.00	\$ 1.00	\$ 6,000.00

<b>TOTAL PRICE (Items A and B)</b>	\$ 674,895.00	\$ 958,158.00	\$ 675,000.00
<b>Written Bid Amount</b>	\$ 674,895.00	\$ 958,158.00	\$ 675,000.00
<b>Discrepancy</b>	\$ -	\$ -	\$ -

Draft Minutes

Exeter Board of Selectmen

June 15, 2015

**1. Call Meeting to Order**

Chairwoman Julie Gilman was absent, so Selectman Don Clement acted as Chair, and called the meeting to order at 7:00 pm in the Nowak Room of the Exeter Town Offices building. Other members present were Selectman Dan Chartrand, Selectwoman Nancy Belanger, and Selectwoman Anne Surman. Town Manager Russell Dean was also present.

**2. Bid Openings/Awards – Linden Street Bridge/Culverts, Fire Department Bucket Truck**

Linden Street Bridge/Culverts bids:

- 1) George Caines \$674,895
- 2) T Buck Construction Company \$958,158

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to refer the bids to the DPW for evaluation and a recommendation. Motion carried – all in favor.

Fire Department Bucket Truck bids:

- 1) Cues Inc. \$72,623 or \$42,330 after a \$5000 trade-in
- 2) North American Equipment Uplifters \$94,553.58 or \$61,553.58 after a \$2000 trade-in
- 3) North American Equipment Uplifters \$116,377.79 minus a \$2000 trade-in or \$81,377.79 minus a \$2000 trade-in
- 4) All-Tech Industries \$97,091 minus a \$4000 trade-in or \$59,093 minus a \$4000 trade-in
- 5) RBG, Inc \$98,291 minus a \$6000 trade-in or \$61,296 minus a \$6000 trade-in

A Motion was made by Selectman Chartrand and seconded by Selectwoman Surman to refer the bids to the DPW for evaluation and a recommendation. Motion carried – all in favor.

**3. Public Comment**

Mike Dawley asked about the Economic Development update on the agenda. He asked if that would include the pipeline and the status of development. He wondered if the Board would talk about the Economic Development Director employment. The Board said it would not include employment.

Brian Griset asked about the BOS/Water Sewer combined meeting. He said it is not posted in the Town Office. Mr. Dean said he will post it. Vice Chair Clement said the meeting would be Wednesday in the Nowak Room at 6:30pm.

Ken Berkenbush thanked the BOS for a wonderful 20 years. He talked about his time as the Assistant Fire Chief. He thanked everyone for their support. Selectman Chartrand said Mr. Berkenbush was a great employee, and thanked him for his time. Vice Chair Clement also thanked Mr. Berkenbush for his time. Selectwoman Surman thanked Mr. Berkenbush and said Amesbury will be lucky to have him as Chief. Mr. Dean thanked Mr. Berkenbush and said he will make a good chief. Selectwoman Belanger thanked Mr. Berkenbush and said he has been a great asset to the Town.

#### **4. Minutes and Proclamations**

##### **a. Proclamations/Recognitions**

None.

##### **b. Regular Meetings: June 1, 2015**

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to accept the minutes of the June 1, 2015 BOS meeting, as submitted by Nicole Piper, recording secretary. Motion carried – all in favor.

Brian Griset had a comment, clarifying that had said “state statute” instead of “regulation” at the last meeting.

#### **5. Appointments**

None.

#### **6. Discussion/Action Items**

##### **a. New Business**

##### **i) Economic Development Update**

Economic Development Director, Darren Winham, went through a list of updates. He started with the Ioka Theater. He said it is officially listed again. It is listed with Florence

Ruffner. He encouraged investors to look at the property. He met with the State to discuss the historic tax credit. He said one investor that is interested would like to keep it historic.

The Loaf and Ladle is looking for an operator.

The Bandstand is working on development.

Someone is interested in the Center Street property.

There is a new building project on Holland Way.

The American Legion would like to sell their property.

Gary Blake is looking to retrofit their property for offices.

There is a 79-E discussion next week.

Yermont moved into offices at 100 High Street.

At the EEDC meeting last week they discussed parking.

In regards to the TIF district, there are two companies interested in John Shaftmaster's property. Mr. Monahan has four lots, and would like to combine lots to make it into 2. He met with the company that is interested in Scott Carlisle's property. The ZBA turned down a proposal on the King's property. He met with Todd Baker, who is looking at other options. A property has been purchased on Industrial Drive for use. The Neighborhood Beer Company is opening July 4. Al's towing is expanding parking. Jaguar has new ownership.

Selectwoman Surman said this is an excellent report. She said it is good for people to know what Mr. Winham does. She read a letter from the owner of the Ioka. She said they should be glad they didn't write him a letter a couple weeks ago. The sale between the two parties stays private.

Vice Chair Clement asked about Aroma Joe's and where their proposed location would be. He also said he is not in favor of paid parking downtown, which had been talked about the week prior.

Frank Ferraro said the EEDC had a discussion of a non-profit that was previously talked about being dissolved. Selectman Chartrand said the Board directed the EEDC to develop a recommendation for the BOS. Mr. Ferraro asked if there had been any paperwork filed with the IRS. Selectman Chartrand said not to his knowledge, but they are in the process. Mr. Ferraro asked if the directors of the EEDC and the non-profit are the same. Selectman Chartrand told Mr. Ferraro he should watch the stream, as many of his questions would most

likely be answered. Mr. Dean said the non-profit is operating under the town's tax ID number. He said they have not looked at individual liability. Vice Chair Clement said he wants to make sure the volunteers are covered. Selectman Chartrand said the meeting had a lot of info and it's on the stream.

Nora Arico, Exeter resident, asked Mr. Winham to repeat where the public property walk would be. Mr. Winham said it would be on the Shaftmaster and King properties.

Mike Dawley said it seems the town is in a rush for development and he looked to the BOS for some guidance. He thinks development is bouncing all over the place.

Brian Griset said at the EEDC meeting the issue of paid parking has come up. He said this has been voted out numerous times. He hopes the EEDC thinks of the voters.

Mr. Dean said one thing he knew was a lot of projects would be tackled when an Economic Development Director was hired. He said they are looking at things in a new light now.

Mr. Winham said there was a speaker about the non-profit at the EEDC meeting.

#### **ii) Parks/Recreation: 4 Hampton Road Feasibility Study**

Mike Favreau said the first step in evaluating is the need to get some information. They are going to have to do something with the playground in five years. He wants to bring someone in to put numbers on a new indoor sports center. He would like the Board's permission to use impact fees to do a study. Selectman Chartrand thinks that is a good idea. Selectwoman Surman thinks they are far behind on the notion of an indoor facility. They are going to have a YMCA and another center coming in soon. Mr. Favreau said the Tennis & Racquet Club brings a whole different element. He does not see that or the YMCA being competition. Selectwoman Surman said she didn't want it to be redundant. She doesn't want the taxpayers to have to pay for something they don't need to.

Mr. Favreau said field space is the biggest need in Exeter. Selectman Chartrand said they won't know if they need a facility until they do a study.

Mr. Favreau said before they build a building they need to do something with the tennis courts. He said he just wants to know if the building is the right direction.

Mr. Dean said they have never had a master plan of the rec park property. He said part of this exercise is to not only look at the building, but also the remaining 8.6 acres out there. They have some logistical things to look at. In order to move forward, they need to look at that property. Mr. Favreau said they definitely need more parking.

Selectwoman Belanger asked how long it would take to get the study back. Mr. Favreau said he just started the draft on the RFQ. They may be interviewing by fall. They do not want to rush this.

Selectman Chartrand suggested rolling this forward to Old Business for next meeting, since Chairwoman Gilman was absent. Vice Chair Clement preferred to keep the discussion going.

Mr. Dawley asked if they are thinking of building behind the pool. Mr. Favreau said yes. Mr. Dawley said that will be an incredible site work expense. He said it is not easy to develop back there.

Ms. Arico made a historical comment. She said they need a study so they know what they're doing.

Vice Chair Clement said he would like to see this go through CIP. He said this is a facility and wondered if it is incorporated in the facilities report. Mr. Dean said they have \$50,000 to do a townwide facilities report. This feasibility study would serve the facilities plan. Vice Chair Clement asked if impact fees can be used for this study. He does not think this study meets the criteria for impact fees. That is why he would like to see it move to CIP. Mr. Favreau said in order to make improvements in a thoughtful manner, they need to do a study.

The Board decided to roll this discussion over to the next meeting and get something in writing if the impact fees can be used for this study.

### **iii) Invitation from County Commissioners: 2015 Budget**

Vice Chair Clement said there is a meeting on July 16 at the Rockingham County Nursing Home to talk about the next budget for the county. The Commissioners invited one BOS rep from the town to participate. Mr. Dean said this is the first time he has seen an invite like this in his 10 years. Selectman Chartrand volunteered to go. Vice Chair Clement said they will RSVP Selectman Chartrand's name and contact information.

### **iv) Special Events Application**

Mr. Dean said the new proposed application was generated out of his office as a reaction to getting more requests. There have been a lot of demands made in town. The feeling is there is a need for a special events form to handle some of what is coming in. He asked the Board to look over it and get back to him. The question of how to properly charge has come up.

Selectwoman Surman asked if there is a police detail needed, wouldn't the town work with the police separately. She also asked if the rental fee of \$1500/day is a typo. It seems really expensive. Mr. Dean said he will look into that.

Selectman Chartrand said each individual event is probably different. He said having a menu of costs/events is a good idea.

Selectwoman Surman said there will be an economic benefit when the applicants come to town.

Selectwoman Belanger suggested itemizing costs so the applicant is aware of them, then they can make informed decisions.

Vice Chair Clement said they have the ability to waive fees if it is a non-profit. He said there is a separate use of town hall versus needing DPW, fire, and police approval.

Selectwoman Belanger asked why there is no tables/chairs language. Mr. Dean said he will take a look.

Frank Ferraro commented, saying he liked that the Board was having this discussion.

Brian Griset said he was pleased with the discussion. He said separation of services provided versus rental is how this should be viewed. He said they shouldn't single out one location. They also do not want to chase political people from the town.

Dennis Brady said he needs to know the origin of the \$1500, saying that is a big jump.

Vice Chair Clement said this is a draft and they will bring it back with some input.

## **7. Regular Business**

### **a. Tax, Water/Sewer Abatements & Exemptions**

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 52, lot 52 in the amount of \$2,811.87. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 65, lot 93 in the amount of \$4,067.97. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to deny abatement for map 52, lot 49. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 111, lot 5, unit 11 in the amount of \$123.79. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 65, lot 129 in the amount of \$84,992.08. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 73, lot 1 in the amount of \$5,102.55. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 73, lot 1 in the amount of \$5,096.67. Motion carried – all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve abatement for map 73, lot 1 in the amount of \$5,075.14. Motion carried – all in favor.

A Motion was made Selectwoman Belanger and seconded by Selectman Chartrand to approve a yield tax for map 113, lot 3 in the amount of \$214.89. Motion carried –all in favor.

A Motion was made by Selectwoman Belanger and seconded by Selectman Chartrand to approve a yield tax for map 113, lot 5 in the amount of \$422.08. Motion carried –all in favor.

The Board singed a PA-28 Form for DRA.

Mr. Dean explained that the reason for the high amount for map 65, lot 129 is there was an error in the system.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to refund \$16.45 for interest paid on the 2014 TAX02 bill for map 104, lot 79, unit 1016. Motion carried – all in favor.

#### **b. Permits & Approvals**

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to approve the application for use of the Town Hall by Evelyn Orr for the Exeter Women's Club for a Yard Sale on June 3 and June 4, 2015. Motion carried – all in favor.

A Motion was made by Selectman Chartrand and seconded by Selectwoman Belanger to declare a Button 60" walk behind mower being stored by Parks and Recreation surplus. Motion carried – all in favor.

Mr. Dean said Convenient MD wants to put up three banners at the Rec Park and Brickyard Park to reflect their sponsorship of the Parks/Recreation programs. There is a memo in the packet to reflect the facts. Selectwoman Surman said she wasn't sure why this was coming up again. She read the policy on banners. She said this came up last year too. Selectwoman Belanger asked what the cost is associated. Mr. Dean said it is \$6000 a year. Selectwoman Belanger asked when the last time was that the policies on signs were updated. Selectwoman Surman asked if they were going to go against the policy, and if the policy was even still in effect. Vice Chair Clement said it is in effect. He said there are conflicting policies said they should not allow the banners. Selectwoman Belanger asked for clarification on language on the policy. Mr. Dean said there is a waiver process. The BOS can grant a waiver. There are advertising signs around town. Selectman Chartrand suggested rolling this forward until Chairwoman Gilman was present. Selectwoman Surman said the policy says they cannot allow this. Brian Griset agreed with Selectwoman Surman and Vice Chair Clement. He said if the Board moves forward they need to clarify the policies. Vice Chair Clement suggested this come back to the Board and that the Board see the agreement between Parks & Rec and Convenient MD. Nora Arico said policies are made for a reason and the Board should be firm with their policies.

### **c. Town Manager's Report**

Mr. Dean included his report in the packet, and talked about the following:

- The Town personnel announcing retirement
- A BRC workgroup on June 10
- Completion of Gilman Street Agreement
- Completion of Exeter Mills Agreement
- Attending a Women's Club Bench dedication
- MC'ing the Chamber of Commerce Forum on Economic Development at Newmarket Mills
- COAST Route 7 pamphlet being finalized
- The PREP grant application to study creating a fertilizer ordinance
- Fire bargaining kickoff meeting
- Reviewed EXTV equipment and personnel needs with IT Coordinator
- A MMANH Conference in Hampton

He also went through a list of Project Updates and reminded of a BOS Special Meeting/WWTF Work Session on June 17.

#### **d. Selectmen's Committee Reports**

Selectman Chartrand reported an EEDC meeting last week. He also congratulated all involved with the High School graduation last week.

Selectwoman Belanger reported a Conservation Commission meeting last week.

Selectwoman Surman reported a Swasey Parkway Trustee meeting last week.

Vice Chair Clement reported a Planning Board site walk tomorrow at PEA. He also talked about a St. Vincent DePaul simulation event at Riverwoods.

#### **e. Correspondence**

The following correspondence were included in the packet:

- A Planning Board legal notice
- Legislative Bulletin
- NH Dept of Safety letter about Seabrook Station Emergency Planning Zone
- Draft for Sidewalk permit

#### **8. Review Board Calendar**

The next BOS meeting will be June 29, 2015.

#### **10. Adjournment**

A Motion was made by Vice Chair Chartrand and seconded by Selectwoman Belanger to adjourn the meeting at 9:47pm. Motion carried – all in favor.

Respectfully submitted,

Nicole Piper, recording secretary

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean, Town Manager 

RE: Budcom Procedures

DATE: June 26, 2015

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Chairman Corey Stevens has requested the Board endorse and/or concur with the procedures that were developed by the Budget Recommendations Committee last year. Chairman Stevens will be present at Monday's meeting to discuss with the Selectboard. I believe he would like to see the Selectboard vote their concurrence with the procedures to ensure a good budget process.

## **PROPOSED**

### **BUDGET RECOMMENDATION COMMITTEE**

#### **POLICIES AND PROCEDURES**

#### **TOWN OF EXETER NEW HAMPSHIRE**

##### **Statement of Purpose**

The Town of Exeter Budget Recommendation Committee (BRC) has been established under the authority of New Hampshire RSA Ref. 32:24 for town budget advisory committees. The Committee is to provide advice and assistance to town elected officials on budget guidelines, preparation process and content of Town Operating and Capital Budgets. Members shall be Exeter Residents with experience in business, professional, technical, administrative or other work that will benefit the Town of Exeter.

##### **Composition of Budget Recommendation Committee**

The Committee shall consist of not more than fifteen (15) members. New candidates shall submit biographical experience applications to the Selectboard's Vice Chair and may be interviewed by the Selectboard. The Selectboard will then present its nominees to the annual Town Meeting. Citizens may put their name or the name(s) of other residents up for election at the annual Deliberative Session of the Town. The Selectboard may fill vacancies that may occur during the year.

##### **Meetings and Schedule**

An annual schedule of meetings shall be prepared each year to meet the requirements of the Committee's duties. Meetings shall conform to the legal requirements of "Right to Know" laws and be publicly posted in accordance with state law.

- Generally the BRC will meet according to the following schedule:
  - July -
    - Annual Meeting - BRC meets with the Town Manager to review 6 month actual results for the current budget cycle and to initiate any special BRC projects for the upcoming budget cycle. The Chairman and Vice Chairman are also determined at the Annual Meeting.
    - Chair and Vice Chair meet with the Selectboard and Town Manager to discuss assumptions and planning for guidelines for the upcoming budget.
  - Early September - BRC meets to review YTD actuals; confirm timeline for current year's budget review; establish subcommittees; report on special BRC projects.
  - September to Mid-October - Subcommittees review their assigned departmental budgets and prepare reports.
  - Mid-October to Early December - BRC holds meetings to review departmental budgets and proposed capital improvement projects.

## **PROPOSED**

### **Procedures**

- **Election of Officers**
  - The Chairman position shall be open to any member of the BRC and shall be determined by vote of those BRC members attending the Annual Meeting of the BRC.
  - Until such time as the BRC holds its Annual Meeting, the business of the BRC shall be carried on by the prior year's Chair, Vice Chair or other appointed BRC member.
  - The Vice Chair and Subcommittee Captains shall be chosen by the newly elected Chair of the BRC.
- **Voting**
  - The outcome of all votes of the BRC shall be determined by majority, with the BRC Chair casting the deciding vote in the event of any tie.
- **Budget Review**
  - Each BRC member shall receive a copy of the annual budget from the Town Manager prior to the September meeting of the BRC.
  - At the start of the first full review meeting of the BRC, the town assessor will present a report on the change in taxable property in the town over the prior year, including the projected affect on the tax rate.
  - Each town department shall present their budget to the full BRC in addition to meeting with their assigned Subcommittee.
  - The results and recommendations of each Subcommittee shall be formalized into a written report to the BRC. Subcommittee captains will present their reports to the BRC, followed by presentations from the respective department heads. Subcommittee reports must be provided to the respective department head and the BRC Chair at least 48 hours prior to the meeting at which the report is to be presented to the BRC. Otherwise, the presentation will be rescheduled.
  - The BRC may choose to review and vote on any line of the annual budget, or vote to accept the recommendations of a Subcommittee which has reviewed the budget of a particular department.
  - Any member of the BRC may request to discuss a particular line item of the budget or make motions to amend a line item.
  - Selectboard members are encouraged to attend BRC meetings, including Subcommittee meetings, and may provide background information when attending.
  - Upon the conclusion of review, the BRC recommended budget shall be forwarded to the Selectboard for their consideration.

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Russ Dean, Town Manager 

RE: COAST

DATE: June 26, 2015

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The Town Planner's departure means the Town is without a representative to the COAST Board of Directors. The Board should designate a member to serve, or a staff member. Meetings are held once per month in Dover.

Thank you.



Russ Dean <rdean@exeternh.gov>

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## new coastbus schedule

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Don Woodward <dwoodward@berkshiremp.com>

Fri, Jun 26, 2015 at 7:40 AM

To: rdean@exeternh.gov, sherrymiracle04@comcast.net, sriffle@exeternh.gov, juliedgilman@comcast.net, Selectmen@exeternh.gov

From work-

Coastbus route 7 begins its new service on Monday the 29<sup>th</sup>.

Can we have an announcement and links to Coastbus posted on the Town's webpage?

Also, due to Sylvia von Aulock leaving Exeter, there is an opening on the Coastbus Board of Directors.

I can't take-on that position as it conflicts with my current work schedule.

Any thoughts on who might be available?

The Rockingham Planning Commission Technical Advisory Committee meeting, that I attended yesterday, had the 2015-2018 State Transportation Improvement Plan delayed/withdrawn

By NHDOT due to some snafus in the software and many typos needing correction.

Hopefully the corrections can be made before our next meeting in July with the full commission voting to approve it at their meeting the following week.

Of note,

State Highway annual maintenance budget, the Safe-routes-to-School program budget, and Transportation Alternative grant budgets have all been reduced but not eliminated.

This was before the Governor vetoed the proposed 2016-2017 state budget, so for the 2016 town budget cycle at least, it looks like individual towns will have to manage pretty much on their own

To fund any local projects.

Don Woodward

**TOWN OF EXETER  
MEMORANDUM**

TO: Board of Selectmen

FROM: Town Manager 

RE: Planning Update

DATE: June 29<sup>th</sup>, 2015

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As you know our Town Planner's last day was June 19<sup>th</sup>. In the interim, a number of steps have been taken to plan the next phases of the planning, building, and economic development areas. Our assessing consultant, MRI, has submitted a proposal to conduct an outside review of the planning, building, and economic development operations. MRI's approach to this review is included in the packet. The MRI proposal responds to the following issues:

- Time is of the essence to complete a review;
- There has not been a formal review of planning operations in a number of years;
- The Town has an economic development position that needs to be accounted for in the structural review;
- The Town is in need of input from the outside regarding the planning and permitting process from those who have gone through the process.

Ultimately, the intended result is to study and potentially improve planning operations to the extent feasible, as well as solicit recommendations on the best structure that fits the Town of Exeter's needs. As you know, Exeter has a need for high level planning assistance not just in the site plan review and subdivision areas, but also transportation planning, representation on regional planning groups (such as MPOs), master planning, and various zoning related issues. In addition, the review is intended to look at the other land use boards and the support systems within the overall town framework with suggested recommendations for improvement and/or change. An example of this is the Historic District Commission. In Exeter, this board is served primarily by the Code Enforcement Officer, while in other communities it falls under the planning operations. This study will be designed to create a road map for Exeter's planning and development future, with all major stakeholders able to provide input to support the effort. Money for this review will come from salary and benefit savings generated by the Town Planner's departure. It should be noted the Town has hired Glenn Greenwood of the Rockingham Planning Commission to serve as technical support to the planning board during the transition. Glenn is a professional planner who also serves the Towns of Brentwood and Kingston. He attended the planning board meeting of June 25<sup>th</sup>. As the review progresses, I suggest the Board schedule a work session with the Planning Board to review the feedback from the consultant to form a framework for further discussion and direction.

120 Daniel Webster Highway  
Meredith, NH 03253



Municipal Resources  
[www.municipalresources.com](http://www.municipalresources.com)

tel: 603.279.0352 • fax: 603.279.2548  
toll free: 866.501.0352

May 19, 2015

Russell Dean  
Town Manager  
10 Front Street  
Exeter, NH 03833

RE: Community Development & Land Use Operations Review

Dear Russ:

MRI is pleased to submit this proposal to provide our services to conduct an outside review and assessment of the Town's Community Development and Land Use Regulatory Operations, and to make recommendations regarding the management set-up, organizational structure and staffing approach to best meet the service levels and support expectations of the various elected, appointed and volunteer officials involved with the process and ensure a responsive, efficient and customer service orientated system for residents, property owners, and developers.

Our firm is dedicated solely to providing professional, technical, and management support services to local governments and school districts throughout New England. Founded in 1989, we have provided services to more than 400 municipalities in that time. Our entire professional staff has hands-on experience managing and directing state and local government operations and we understand and appreciate the issues and challenges associated with making local government service delivery systems work efficiently and effectively. We have a long history of successfully tailoring working relationships that meet the specific and unique needs of each individual client community.

We have the experience, capacity, and expertise to conduct a thorough and meaningful study, and will deliver a well written and understandable report containing well thought out, practical, and operationally sound recommendations.

### WORK PLAN AND APPROACH

Our work plan and approach are intended to result in a thorough and objective review, and will involve identification and evaluation of the factors which affect demand for and effective delivery of services provided by the various operating units included in the study. Some of the key components of our approach to this assessment include:

1. Meeting with the Town Manager and other municipal officials to discuss relevant operational and organizational goals and objectives for the next 5-7 years, growth expectations and anticipated challenges, as well as perceived needs and expectations for the specific services included under the general categories of Community and Economic Development, Planning and Zoning and Land Use Regulation.
2. Interview, individually or in small groups, relevant managers and employees and solicit their input, observations, and suggestions. Additionally, we will distribute a questionnaire that affords confidential input on relevant issues from staff, appointed and volunteer officials, customers and their representatives.
3. We will review and document the current organizational and operational structure, map workflow and identify primary service demand drivers, operational bottlenecks and areas of duplication and redundancy.
4. We will review, evaluate, and comment upon policies, procedures, and practices, as well as management and supervisory systems currently employed in relevant operating units.
5. We will review, evaluate and comment upon the use of technology and identify opportunities where new or expanded tools or applications may enhance efficiency and effectiveness.
6. We will review, evaluate, and comment on the current organizational and operating structure(s), staffing levels, personnel assignments, competencies, utilization and training, scheduling and administrative procedures and practices.
7. We will review, evaluate, and comment upon the operating budgets and address current and potential revenue sources.
8. We will review the procedures, policies, and practices for budget preparation and monitoring; assessment and collection of fees and charges, performance



bonds and escrow accounts; the various application processes, including project progress monitoring; use of consultants; record keeping; and the types and levels of customer support and assistance provided by staff.

9. We will identify several comparable municipalities and compare and contrast organizational and operational approaches, processes and procedures, budgets, operating expenses, and staffing levels.
10. We will analyze the information and data generated and prepare a written report of the findings and recommendations.
11. We will identify and comment on possible alternative service delivery options.

Our work plan will incorporate on-site visits to meet with department and unit managers and staff, observe operations, telephone and web conferencing, off-site research/data analysis, and meetings between the consultant team to develop and refine conclusions and recommendations.

The assessment is designed to provide an independent, objective evaluation of services in which we will seek to identify opportunities to reduce or eliminate duplication and redundancy, maximize utilization of human and financial resources and employ technology to improve and enhance efficiency and customer service. While our technical review and assessment is done by in-service subject experts who are aware of the requirements and responsibilities placed on the Community & Economic Development, Land Use and Planning functions of the Town, our recommendations and suggestions are carefully crafted within the context of the overall municipal organization to ensure that final recommendations are balanced and rationally prioritized.

### **PRESENTATION OF FINDINGS AND RECOMMENDATIONS**

The preliminary results of our assessment will be presented in a Draft Report and will be discussed with the municipality in a work session where we will explain, interpret, and expand upon the information in the draft report, as well as identify areas where more evaluation or research is warranted.

Once we are satisfied that research and review has been completed to an acceptable level, we will produce a final written report with findings and recommendations for action presented in clear and understandable text and graphics with supporting information and documentation included.



### **ASSISTANCE FROM TOWN STAFF AND ELECTED OFFICIALS**

We will request that the municipality appoint a contact person to help coordinate on-site activities and expedite communication. We request access to relevant documents and information such as:

- Demographic information on the municipality, including information about the population, school census, tax rate, unemployment rate, etc.
- Copies of past studies or reports relevant to this assessment.
- A copy of the current budget.
- Copies of the last three annual reports and audit reports.
- The Master Plan and CIP.
- Policy and Procedure Manuals where applicable.
- Roster of names, job title, current assignments, and contact information for employees.
- Maps of utility precincts, and any special service districts.
- A sampling of citizen complaints received by the municipality regarding any of the various operations of the department during the past two (2) years.
- A list of any current lawsuits pending against the municipality or its employees in their official capacity that are relevant to the department.
- Records showing calls for service, work activity logs, and workload projection.
- Copies of departmental work schedules.

### **DELIVERABLES**

MRI will generally provide one (1) copy of the draft report, three (3) copies of the final report, together with one (1) copy of the final report in PDF format.



### TIMELINE

A project of this type typically takes three (3) months to complete; however, scheduling with departmental personnel may impact our ability to conduct onsite observations and interviews. Prior to commencement of the work, MRI will meet with the town to determine a mutually agreed upon timeframe for completion of work.

### ABOUT MRI

Founded in 1989, MRI has two (2) principals, a staff of eleven (11) full-time professionals, four (4) administrative support staff, ten (10) part-time professionals, and a large group of professional affiliates from which it can draw for consulting services as necessary. MRI has provided services to more than 400 communities in the past 20 years.

MRI is committed to providing innovative and creative solutions to the problems and issues facing local governments and school districts throughout New England. We are a New Hampshire Corporation operating from a primary office location in Meredith, New Hampshire, with field offices in Northampton, Massachusetts; and Harrisburg, Pennsylvania.

Our seasoned management staff can tailor services to specific client needs. Our clients realize that we have been in their shoes; we have the experience, sensitivity, and desire that it takes to develop and deliver services that specifically meet their needs.

The depth of MRI's experience is reflected not only in the experiences of its associates, but in the scope of services it provides its clients, from professional recruitment to organizational and operational assessments of individual municipal departments and school districts or ongoing contracted services for various town government and school business support activities.

You will find that we approach every assignment with enthusiasm, responsiveness, creativity, and absolute integrity. We are very proud of our record and reputation for supporting quality local government services through better organization, operations, and communication.

### THE PROJECT TEAM

All Principal Consultants affiliated with the firm have substantial experience in government service allowing us to fully understand and address the issues and concerns of the officials and decision makers with whom we do business.



We believe that MRI has the best collection of talent that any consultant can make available at any price. Our consultants are all respected practitioners in their field and have held positions at or near the top in their respective professions. All are previous veterans of consulting assignments and have regional, and in some cases, national reputations.

The following team is proposed for this project:

#### **PRINCIPAL-IN-CHARGE and LEAD CONSULTANT**

**Donald Jutton** will serve as Principal-in-Charge and lead consultant. He will assist with project coordination and focus on the comparative analysis, administrative areas, community and economic development, regulatory compliance, planning and zoning. Mr. Jutton is founder and President of Municipal Resources, Inc., he is a graduate of Bradford College with a BA in Urban Planning and Management and an MS in Community Economic Development from Southern NH University New Hampshire. He has also done graduate work in management and administration at Harvard University. Mr. Jutton has a broad government management and operations background, having served as Manager in Meredith, Littleton, Salem, and Wakefield, New Hampshire. While maintaining a strong working knowledge of local government process and organizational planning, the primary emphasis of his work has been in the area of creative community economic development and pursuit of systemic change in management and delivery of core community services. His success in establishing collaborative efforts and managing very complex initiatives between public and private entities has effectively bridged frequently competing interests and he is noted for continually challenging client communities to rethink traditional approaches and explore innovative alternatives to community development and service delivery problems, emphasizing collaborations and partnerships that expand conventional thinking and extend to all corners of the community. The results of his work with communities have been reported in USA TODAY, Heart of NH Magazine, the Boston Globe, and numerous regional and local newspapers and journals.

#### **PROJECT TEAM MEMBERS**

**Joanne Cassulo** graduated from the University of Rhode Island with a master's degree in planning and community development and has an undergraduate degree in geology from Bridgewater State University. She recently retired from the NH Office of Energy and Planning (OEP) after many years of working in the planning division of the Agency. She started her career in state government as the first manager of the Great Bay Research Reserve where she was responsible for negotiating 10 acquisitions along the Great Bay shoreline and secured several grants to build the Discovery Center in Stratham. She then went on to work in the planning and land use field, conducting trainings for local boards and writing numerous technical reports on planning and land use issues. Joanne held many positions during her tenure with the state; sh



was the Senior Planner in charge of managing the planning division of OEP and also served as Interim Director and Deputy Director. She was also the director of the State Data Center and was responsible for the production of the state's annual population estimates and projections. She served as the state coordinator for the National Flood Insurance Program and FEMA's Mapping Programs in New Hampshire. Well versed in all aspects of community planning, Joanne is especially interested and skilled in strategic planning, land use and environmental planning, floodplain management and energy. She worked with many governors over the years on planning policy and legislation, most notably Governor Shaheen on smart growth legislation and initiatives. Joanne currently works part-time on various planning projects, including master plans, broadband planning and energy efficiency. She is currently a member of the Jordan Institute's board of directors and serves as secretary.

**Kenneth Paul** has been in the commercial / residential construction field for over 25 years, and has served for 15 years as a Building Inspector. He has been certified as an ICC Residential Building, Electrical, Plumbing and Mechanical Inspector and as a Fire Inspector in the State of NH. He is certified in the State of Maine as a Code Enforcement Officer / Local Plumbing Inspector. Ken is also certified in the state of Massachusetts as a Code Instructor Coordinator. Mr. Paul is the co-founder of Code Guys, LLC, a company that provides training to building professionals, providing them with a practical knowledge of building codes, and how to apply them in an ever-changing industry.

**Carol Ogilvie** is a graduate of Keene State College with a BA in Sociology and holds a Master's Degree from Kent State University in Policy Planning. She recently retired from the Town of Peterborough, NH, after more than 10 years as the Community Development Director. Ms. Ogilvie has more than 25 years of experience in local, regional, and state government, with a focus on town land use planning, as well as economic and community development. Prior to her role in Peterborough, Ms. Ogilvie was employed for 14 years with the Southwest Regional Planning Commission in Keene, NH, a planning agency serving 35 towns, where she provided planning and zoning assistance to local boards, and was involved in the development of numerous local master plans, hazard mitigation plans, and the drafting of model regulations for subdivision, site plan review, and earth excavations. In addition, Ms. Ogilvie regularly provides training for planning and zoning board; has taught the class on the Selectmen's Role in Planning and Zoning for the annual Antioch NE Selectmen's Institute since its inception in 1999; and is an Adjunct Professor at Antioch New England in Keene, NH, where she teaches a course in Land Use and Community Planning. Ms. Ogilvie serves as a subject advisor to MRI and will occasionally work on a project team.



**PROJECT COST**

Services will be provided on an hourly fee basis at the following rates:

Donald R. Jutton – Project Management/Oversight	\$150.00 per hour
Senior Consultants	\$95.00 per hour
Administrative	\$40.00 per hour

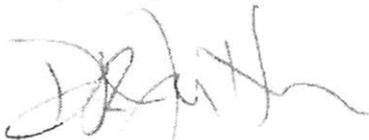
Charges will not exceed \$10,000 without prior authorization by the Town Manager. Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

**CONCLUSION**

MRI brings a collective level of knowledge and experience to each project to ensure success. You will find our team to be responsive, imaginative, capable, and in possession of a strong public ethic with absolute integrity. We can provide the support services you require in an efficient and effective manner, and look forward to the possibility of working with the community should you decide to initiate this type of project.

Should you have questions or require clarification regarding any information contained herein, please feel free to call me.

Respectfully submitted,



Donald R. Jutton  
President





Municipal Resources  
www.municipalresources.com

## PROFESSIONAL SERVICES AGREEMENT

### I. PARTIES TO THE AGREEMENT

This Agreement, dated \_\_\_\_\_, is to retain professional consulting services for the **Town of Exeter, New Hampshire (the Client)**, to be provided by **Municipal Resources, Inc. (MRI)**, and is lawfully entered into between the Client, by its authorized representative, Russell Dean, Town Manager, and MRI, by its authorized representative, Donald R. Jutton, President.

### II. SCOPE OF WORK

MRI will assist the Town of Exeter in conducting an outside review and assessment of the Town's Community Development and Land Use Regulatory Operations.

### WORK PLAN AND APPROACH

Our work plan and approach are intended to result in a thorough and objective review, and will involve identification and evaluation of the factors which affect demand for and effective delivery of services provided by the various operating units included in the study. Some of the key components of our approach to this assessment include:

1. Meeting with the Town Manager and other municipal officials to discuss relevant operational and organizational goals and objectives for the next 5-7 years, growth expectations and anticipated challenges, as well as perceived needs and expectations for the specific services included under the general categories of Community and Economic Development, Planning and Zoning and Land Use Regulation.
2. Interview, individually or in small groups, relevant managers and employees and solicit their input, observations, and suggestions. Additionally, we will distribute a questionnaire that affords confidential input on relevant issues from staff, appointed and volunteer officials, customers and their representatives.

3. We will review and document the current organizational and operational structure, map workflow and identify primary service demand drivers, operational bottlenecks and areas of duplication and redundancy.
4. We will review, evaluate, and comment upon policies, procedures, and practices, as well as management and supervisory systems currently employed in relevant operating units.
5. We will review, evaluate and comment upon the use of technology and identify opportunities where new or expanded tools or applications may enhance efficiency and effectiveness.
6. We will review, evaluate, and comment on the current organizational and operating structure(s), staffing levels, personnel assignments, competencies, utilization and training, scheduling and administrative procedures and practices.
7. We will review, evaluate, and comment upon the operating budgets and address current and potential revenue sources.
8. We will review the procedures, policies, and practices for budget preparation and monitoring; assessment and collection of fees and charges, performance bonds and escrow accounts; the various application processes, including project progress monitoring; use of consultants; record keeping; and the types and levels of customer support and assistance provided by staff.
9. We will identify several comparable municipalities and compare and contrast organizational and operational approaches, processes and procedures, budgets, operating expenses, and staffing levels.
10. We will analyze the information and data generated and prepare a written report of the findings and recommendations.
11. We will identify and comment on possible alternative service delivery options.

Our work plan will incorporate on-site visits to meet with department and unit managers and staff, observe operations, telephone and web conferencing, off-site research/data analysis, and meetings between the consultant team to develop and refine conclusions and recommendations.

The assessment is designed to provide an independent, objective evaluation of services in which we will seek to identify opportunities to reduce or eliminate duplication and redundancy, maximize utilization of human and financial resources and employ technology to improve and enhance efficiency and customer service. While our technical review and assessment is done by in-service subject experts who are aware of the requirements and responsibilities placed on the Community & Economic Development, Land Use and Planning functions of the Town, our recommendations and

suggestions are carefully crafted within the context of the overall municipal organization to ensure that final recommendations are balanced and rationally prioritized.

### **PRESENTATION OF FINDINGS AND RECOMMENDATIONS**

The preliminary results of our assessment will be presented in a Draft Report and will be discussed with the municipality in a work session where we will explain, interpret, and expand upon the information in the draft report, as well as identify areas where more evaluation or research is warranted.

Once we are satisfied that research and review has been completed to an acceptable level, we will produce a final written report with findings and recommendations for action presented in clear and understandable text and graphics with supporting information and documentation included.

### **ASSISTANCE FROM TOWN STAFF AND ELECTED OFFICIALS**

We will request that the municipality appoint a contact person to help coordinate on-site activities and expedite communication. We request access to relevant documents and information such as:

- Demographic information on the municipality, including information about the population, school census, tax rate, unemployment rate, etc.
- Copies of past studies or reports relevant to this assessment.
- A copy of the current budget.
- Copies of the last three annual reports and audit reports.
- The Master Plan and CIP.
- Policy and Procedure Manuals where applicable.
- Roster of names, job title, current assignments, and contact information for employees.
- Maps of utility precincts, and any special service districts.
- A sampling of citizen complaints received by the municipality regarding any of the various operations of the department during the past two (2) years.
- A list of any current lawsuits pending against the municipality or its employees in their official capacity that are relevant to the department.

- Records showing calls for service, work activity logs, and workload projection.
- Copies of departmental work schedules.

**DELIVERABLES**

MRI will provide one (1) copy of the draft report, three (3) copies of the final report, together with one (1) copy of the final report in PDF format.

**TIMELINE**

A project of this type typically takes three (3) months to complete; however, scheduling with departmental personnel may impact our ability to conduct onsite observations and interviews. Prior to commencement of the work, MRI will meet with the town to determine a mutually agreed upon timeframe for completion of work.

**III. FEES AND CHARGES**

Services will be provided on an hourly fee basis at the following rates:

Donald R. Jutton – Project Management/Oversight	<b>\$150.00</b> per hour
Senior Consultants	<b>\$95.00</b> per hour
Administrative	<b>\$40.00</b> per hour

Travel time will be billed at 50% of the normal hourly rate, and will be charged after the first ½ hour of travel to, and the first ½ hour of travel from, the Client’s location. Mileage will be billed at the current IRS per mile travel rate.

**Charges will not exceed \$10,000** without prior authorization by the Town Manager.

Fees and charges for MRI services performed will be invoiced monthly. MRI will provide a detailed, itemized description of the services provided and expenses incurred. Payments will be made within thirty (30) days of receipt of the invoice unless otherwise agreed. Invoices not paid within thirty (30) days will accrue interest at the rate of 1.5% per month.

**IV. MRI PERSONNEL IN CHARGE**

Donald R. Jutton, President, will serve as Principal-In-Charge of this engagement, interfacing directly with the Client. Other Project Team members will be assigned based upon specific needs.



Gail H. Schillinger will serve as the Communication Liaison between the Client and MRI to expedite the flow of project information, to record and properly direct Client inquiries regarding the project, and to ensure that problems or issues that may arise during the engagement are addressed and resolved expeditiously. Please feel free to contact Ms. Schillinger regarding any matter related to this project at:

Gail H. Schillinger  
Communication Liaison  
Municipal Resources, Inc.  
120 Daniel Webster Highway  
Meredith, NH 03253  
(603) 279-0352, x-303  
(866) 501-0352, x-303 TOLL FREE  
[gschillinger@municipalresources.com](mailto:gschillinger@municipalresources.com)

Communications or correspondence related to any problems, issues, or changes required for this project shall be directed to the Client at the following address:

Russell Dean, Town Manager  
10 Front Street  
Exeter, NH 03833  
(603) 778-0591  
[rdean@exeternh.gov](mailto:rdean@exeternh.gov)

**V. TERM**

This agreement shall remain in force and effect through completion of the project or termination by the Town.

**THIS AGREEMENT IS SUBJECT TO THE PROVISIONS CONTAINED IN ADDENDUM I, ATTACHED HERETO AND INCORPORATED HEREWITH.**

**ACCEPTED AND AGREED**

THE TOWN OF EXETER

MUNICIPAL RESOURCES, INC.

\_\_\_\_\_  
Russell Dean, Town Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Donald R. Jutton, President

Date: \_\_\_\_\_



## ADDENDUM I

### A. MUTUAL REPRESENTATIONS

MRI represents to the Client it is a duly constituted corporation under the laws of the State of New Hampshire and is authorized to do business within this State as a professional services corporation.

MRI has in force and effect general commercial liability and errors and omissions insurance coverage to protect the Client from accidents which MRI or its authorized representatives may cause to persons or property or from professional errors or omissions when performing under this agreement.

MRI has no liens or encumbrances which would adversely affect the ability of MRI to perform as stipulated under this agreement, its terms, and conditions.

The Client represents to MRI that sufficient funds have been appropriated so it may retain and compensate MRI for the services provided for herein.

The Client's representative is authorized to enter into this agreement on behalf of the Client.

The Client is aware of no action, contemplated action, liability or other encumbrance which would limit or otherwise preclude the Client from freely entering into this agreement and compensating MRI for the services provided.

### B. NOTICE OF CHANGE OF PERSONNEL

Except as otherwise provided below, the MRI consultants assigned to any scope of work or project will remain throughout the duration of that specific scope of work or project. MRI retains the right, upon 30 days written notice, to remove from the project any of its consultants whom it believes can no longer suitably perform under its obligations to this agreement or any Supplement to it.

The Client, upon 30 days written notice, may request MRI to replace any of its consultants with another qualified representative.

### C. ADMINISTRATION OF AGREEMENT MODIFICATIONS

In all cases where this agreement is modified or expanded a written Supplemental Scope of Work (Supplement) must be prepared which clearly defines the services to be provided and details the billing rates or amounts to be charged by MRI and paid by the Client. Supplements must be executed by the authorized representatives of the respective parties prior to any billable work being undertaken. The Supplement(s) shall identify:

- The MRI officer or principal responsible for the successful delivery of services and/or project completion and the client's contracting official(s) or officer(s);
- The specific details of the work to be performed;
- The MRI personnel to be assigned;
- The basis upon which MRI services are being retained, including the normal hourly rate(s), cost reduction considerations or the agreed upon fee(s) for the personnel assigned and/or the services provided;
- The Client's contact person responsible for administering the Supplement, activities or project and the associated reporting requirements; and
- Any special or other conditions such as time deadlines, special reporting requirements, budget limitations, or other similar constraints.

**D. NON-SOLICITATION**

The Client agrees that, for a period of one-year following the completion of the terms of this Agreement, they shall not, directly or indirectly, hire, solicit, or otherwise encourage any MRI personnel or affiliates assigned to this Agreement, to leave MRI's employment.

In the alternative, if the client should wish to hire any MRI personnel or affiliate assigned to this Agreement it agrees to compensate MRI with payment in the amount of 25% of that person's first year's total compensation package.

Initialed for Client: \_\_\_\_\_  
Date: \_\_\_\_\_

Initialed for MRI: \_\_\_\_\_  
Date: \_\_\_\_\_





# TOWN OF EXETER, NEW HAMPSHIRE

10 FRONT STREET • EXETER, NH • 03833-3792 • (603) 778-0591 • FAX 772-4709

[www.exeternh.gov](http://www.exeternh.gov)

June 25, 2015

TO: Board of Selectmen  
Russ Dean

FROM: Mike Favreau

RE: Use of Funds for Recreation Study

After our discussion on June 15 we have brought the Zoning Regulations to the Town Attorney and they have confirmed that we cannot use Impact Fees for this purpose. Given that scenario and what I believe is an important study I am asking for use of Recreation Revolving Funds for this now. I know last year we moved concerts to the general budget to help with the profitability of the fund last year. The reason I feel I can "afford" this expense is we are putting off the tennis court resurfacing (possibly \$20,000) until we get an answer for the feasibility of using the land in back of the pool. Access of that land for construction and utilities would involve taking at least 2 courts temporarily.

I want to list what I believe are the compelling reasons to go forward with this study soon.

- We have between 7-8 acres of "recreation only" land that is difficult to access. For the town to plan for the future in an educated manner we need to know what the economic impacts are, in potentially developing the land.
- Planet Playground will need to be addressed in 5 years.
- We need more parking at the park. Letting families and children park at the Access lot and cross the road (with more traffic from the Condo project) is asking for an accident in the future.
- Although the Parks and Recreation Department can live with the current field situation at this time there is more demand from travel baseball (losing a field at Main St. School), soccer and lacrosse. Whether this comes in the form of more natural grass fields, an outdoor lighted turf field, or the indoor turf building mentioned in the needs assessment it is looming in the future for the community.
- Lastly and just as important is the fact that we are "kicking the can down the road" on tennis court resurfacing. The sooner we can get a determination on this question the better off we are in planning ahead for this.

So in summary, because we will not do the tennis court resurfacing in 2016 as planned I am recommending we use that money in the revolving fund, to fund the study. I also want to stress that I want a study that is fair and open with no foregone conclusions.

## List for Selectmen's meeting June 29, 2015

### Abatements

<u>Map/Lot</u>	<u>Location</u>	<u>Refund</u>	
110/2/85	85 Exeter Elms CG	92.15	
110/2/85	85 Exeter Elms CG	323.91	
98/37	5 Timber Lane	7,895.76	2014
Recommendation for denial all years other than 2014			
98/37	5 Timber Lane	6,853.50	2009
98/37	5 Timber Lane	7,456.44	2010
98/37	5 Timber Lane	7,659.44	2011
98/37	5 Timber Lane	7,853.35	2012
98/37	5 Timber Lane	7,886.67	2013

*Town Manager's Office*

JUN 12 2015

*Received*

Kathleen Hill  
22 South Street  
Exeter, NH 03833

June 10, 2015

Board of Selectmen  
Town of Exeter, NH  
c/o Mr. Russell Dean, Town Manager

Dear Sir:

Thank you for considering the following petition to have my concern addressed at an upcoming meeting. May this letter suffice to allow me onto the agenda for the Board of Selectmen. I understand that I do not have to be present to be heard. With that in mind please find enclosed a series of supporting documents along with this letter.

I purchased the condo at 22 South Street on December 4, 2007 with the intent of making it my primary residence and moved in immediately. Regrettably the Town of Exeter Assessor's office did not take note of that and continued for the next eight years to send my tax bill to my previous address in Epping. I have never received a tax bill as none were forwarded. Yet my tax bills were always paid as the escrow was kept by Suntrust Mortgage and applied to my bill every year until last year, 2014.

I was able to pay my mortgage off in 2014 and waited to receive a tax bill from the town. I thought that there might be a lag due to paperwork with the Suntrust Mortgage Co., as on a related note, there is a class action lawsuit filed against them by many mortgage holders for fraudulent billing. I finally presented myself to the town to pay my bill as no bill was forthcoming only to find out that I was in arrears, my address was listed wrong and I now owed late interest fees.

My petition is to have these fees waived for the reasons stated above. I have always paid my taxes on time and in good faith. I have also discussed my case with a town employee and changed my address with the town so that I will get my future bills. I paid the bill for July 2015 already and tried to pay the May 2014 bill, but was forbidden to as I refused to pay the late fees first. They amount to \$293.17

Please find supporting documents attached which prove that my bill was being sent to the wrong address for 8 years, that my mortgage company and I made sure the taxes were paid and that it was only when I ceased to have a relationship with Suntrust, that my tax problems arose with the town. I appeared in good faith to rectify this and hope that you will see that I have been assessed these interest fees unfairly and consequently waive them so that I can finish paying my 2014 tax bill. Thank you for considering my petition.

Sincerely,  
Kathleen Hill

*K Hill*  
*603.770.8827 (text/calls)*  
*akathyhill@gmail.com*



**TOWN OF EXETER  
PROPERTY TAX BILL**  
10 FRONT STREET  
EXETER, NH 03833-2792  
TELEPHONE: (603) 778-0591 - option 5  
collections@exeternh.gov  
Office Hours: M-F 8:15AM - 4:00PM

PAID  
CK # 880  
JUN 08 2015  
L. J. [Signature]  
TOWN OF EXETER

If you have sold this property, please forward this bill to the new owner.  
INTEREST AT 12% PER ANNUM CHARGED AFTER JULY 1, 2015.  
**EXETER COLLECTS PROPERTY TAXES TWICE EACH YEAR.  
THIS IS THE FIRST OF TWO TAX BILLS FOR 2015.**

**TAXPAYER'S NOTICE**

Notice is hereby given that your state, school,  
county and municipal property tax is due by  
**JULY 1, 2015.**

5106 1 MB 0.432 P:5106 / T:20 / S1:0 / S2:0



HILL KATHLEEN A  
114 DEARBORN RD  
EPPING NH 03042-2904

DESCRIPTION: 22 SOUTH ST

BILL#: R82272

MAP & LOT: 72-117-6

BILL DATE: 5/15/2015 DUE DATE: 7/01/2015

**BILLING DISTRIBUTION**

EDUCATION	SCHOOL	COUNTY	MUNICIPAL	TOTAL
1.25	7.315	0.58	3.885	13.03

**BILLING INFORMATION**

LAND & BUILDING VALUES ASSESSED AS OF APRIL 1, 2015	
LAND VALUE	\$ 0
BUILDING VALUE	\$ 128,200
CURRENT USE VALUE	\$ 0
<b>TOTAL VALUE</b>	<b>\$ 128,200</b>
EXEMPTION	\$ 0.00
<b>TAXABLE VALUE</b>	<b>\$ 128,200</b>
1 <sup>st</sup> TAX BILL	\$ 1,670.45
2 <sup>nd</sup> TAX BILL	\$
CREDITS	\$ 0.00
PRE PAID AMOUNT	\$ 0.00
<b>TOTAL AMOUNT DUE</b>	<b>1,670.45</b>
<b>DUE DATE</b>	<b>7/01/2015</b>

**INFORMATION**

If your bank pays your tax bill please send this bill to your bank. If you mail your payment to us and you would like a receipt, please send a self-addressed stamped envelope with your payment.

Taxpayers desiring any information in regard to valuation should address inquiries to the Assessor's Office.

Payment of this bill does not prevent the collection of previous unpaid taxes, nor does an error in the name of the person taxed prevent collection.

If you are elderly, disabled, blind, a veteran or veteran's spouse, or are unable to pay taxes due to poverty or other good cause, you may be eligible for a tax exemption, credit, abatement or deferral. For details and application information, contact the Assessor's Office at (603) 778-0591 - option 7.

Application for tax abatements or deferrals for the tax year of this tax bill must be submitted in writing after the mailing of the December bill and prior to the following March 1. Application for tax exemptions and credits for the next tax year must be filed in writing prior to April 15 following this tax bill. Applications may be obtained at the Assessor's Office.

If you wish to make a payment for a previous tax bill, please mail to Town of Exeter Tax Office, 10 Front St, Exeter, NH 03833. Please only send payments for the current tax bill to lockbox to ensure proper credit to your account.

**PRIOR BALANCES NOT INCLUDED**

# Property Billing Statement

## TOWN OF EXETER

10 FRONT STREET  
EXETER, NH 03833

(603) 773-6108

### Summary of Account by Property

Interest Calculated as of: 6/15/2015

HILL KATHLEEN A  
114 DEARBORN RD  
EPPING, NH 03842

Map Lot: 72-117-6  
PID: 72-117-6  
Alt ID:  
Location: 22 SOUTH ST

Date	Activity	Chk#	Amount	Costs	Penalties	Interest	Rate	Per Diem	Total
<b>Current Assessments</b>									
Land:		0.00	Bldg: 128,200.00	CU:	0.00	Other:	0.00	Total:	128,200.00
<b>Year: 2014</b>	<b>Total Assessment:</b>		128,200.00	<b>Exemptions:</b>		<b>Credits:</b>			
Land:		0.00	CU:	0.00					
Bldg:		128,200.00	Other:	0.00					
<b>Bill #:</b>	<b>70897</b>	<b>Date:</b>	<b>5/16/2014</b>	<b>Due:</b>	<b>7/01/2014</b>	<b>Year:</b>	<b>2014</b>	<b>Type:</b>	<b>TAX01</b>
						<b>Original Amnt:</b>			<b>1,668.52</b>
			<b>Balance Due:</b>	1,668.52	0.00	0.00	191.46	12.00	0.5486
									<b>1,859.98</b>
<b>Bill #:</b>	<b>76143</b>	<b>Date:</b>	<b>11/03/2014</b>	<b>Due:</b>	<b>12/12/2014</b>	<b>Year:</b>	<b>2014</b>	<b>Type:</b>	<b>TAX02</b>
						<b>Original Amnt:</b>			<b>1,672.37</b>
			<b>Balance Due:</b>	1,672.37	0.00	0.00	101.71	12.00	0.5498
									<b>1,774.08</b>
	<b>2014 Balance:</b>			3,340.89	0.00	0.00	293.17	1.0984	3,634.06
<b>Totals Parcel -</b>	<b>72-117-6</b>			3,340.89	0.00	0.00	293.17	1.0984	3,634.06



# Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Facility:  Town Hall (Main Floor)  Bandstand  Parking - # Spaces From crosswalk to Bandstand Location Left side of Town Hall

Signboard Requested:  Poster Board Week: See application  Plywood Board Week: \_\_\_\_\_

### Representative Information:

Name: Milton T. "Sandy" Martin, Jr. Address: 127 Water Street

Town/State/Zip: Exeter, NH 03833 Phone: 603-778-0822

Email: sandy@mfc.com Date of Application: 6-22-15

### Organization Information:

Name: New England Antique Radio Club Address: 127 Bunker Hill Ave.

Town/State/Zip: Stratham, NH 03885 Phone: 603-772-7516

### Reservation Information:

Type of Event/Meeting: Enactment of "Walden" by the Old-Time Radio Flyers Date: 10-30+31-2015

Times of Event: Evening Times needed for set-up/clean-up: 10:30 to 11-1

# of tables: TBD # of chairs: All Available Will food/beverages be served? No

List Town equipment you request to use: \_\_\_\_\_

Comments: \_\_\_\_\_

### Requirements:

**Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

**Liability Insurance Required:** The Town requires liability insurance to be submitted with this completed application. Required insurance amounts: General Liability/Bodily Injury/Property Damage: \$300,000/\$1,000,000. The Town of Exeter must be listed as additional insured.

**Rental Fee:** For Town Hall use there is a fee of \$75.00 per day, a payment of \$250 may be required for use of main floor and stage for more than a single day. You may request a waiver of the rental fee in writing.

**Keys:** Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: [Signature] Date: 6-22-15

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Liability Insurance: On file  In-process  Will receive by \_\_\_\_\_

Fee: Paid  Will pay by \_\_\_\_\_ Non-profit fee waiver requested



# Application for Use of Town Facility

Forms can be mailed: Town of Exeter, 10 Front Street, Exeter, NH 03833

Faxed #: 603-772-4709 or emailed: [sriffle@exeternh.gov](mailto:sriffle@exeternh.gov)

Facility:  Town Hall (Main Floor)  Bandstand  Parking - # Spaces \_\_\_\_\_ Location \_\_\_\_\_

Signboard Requested:  Poster Board Week:  Plywood Board Week: \_\_\_\_\_

### Representative Information:

Name: JILL E. NEUNABER Address: 817 SLATERS LANE

Town/State/Zip: ALEXANDRIA, VA 22314 Phone: (770) 262-1022

Email: jill@believeagain.gop Date of Application: 6-23-2015

### Organization Information:

Name: BELIEVE AGAIN Address: 817 SLATERS LANE

Town/State/Zip: ALEXANDRIA, VA 22314 Phone: (770) 262-1022

### Reservation Information:

Type of Event/Meeting: TOWNHALL MEETING Date: ~~6-23-2015~~ 7-25-2015

Times of Event: 1PM / 12PM DOORS OPEN Times needed for set-up/clean-up: 8AM - 8PM

# of tables: 4 # of chairs: 200 Will food/beverages be served? NO

List Town equipment you request to use: N/A AT THIS TIME

Comments: \_\_\_\_\_

### Requirements:

**Cleaning Deposit:** A cleaning deposit of \$100 is required of any user serving food or beverages. If the town determines after use that the building was acceptably cleaned, the deposit fee will be returned to the user. No food is allowed in Main Hall of the Town Hall. If food is to be served and/or prepared in foyer of Town Hall, the electrical outlet cannot exceed 20 amps. For more information call Kevin Smart, Maintenance Superintendent at 773-6162 prior to use.

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**Keys:** Access to a town building after normal business hours requires a key sign out. Forms and keys can be obtained from the Town Manager's office at the Town Office during normal business hours (there is no other option for obtaining a key). A key can be collected up to 24 hours before your event (with the exception of Sunday events).

Signing below acknowledges receipt of and agreement to all rules, regulations and requirements pertaining to the use of a town facility. Permit approvals are contingent upon proper insurance and fees paid to the Town of Exeter.

Applicant signature: Jill E. Neunaber Date: 6-23-15

Authorized by the Board of Selectmen/Designee: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Liability Insurance: On file  In-process  Will receive by \_\_\_\_\_

Fee: Paid  Will pay by \_\_\_\_\_ Non-profit fee waiver requested

Carl Stevens  
42 Court Street  
Exeter, NH 03833  
603-548-2949  
June 2, 2015

Board of Selectmen  
Town of Exeter  
10 Front Street  
Exeter, NH 03833

Dear Board;

I'm a resident of Exeter - living in the Phillips Exeter Academy owned house at 42 Court Street and own 61 High Street - and also a regular volunteer and supporter of the Nuestros Pequeños Hermanos orphanage, "Rancho Santa Fe", down in Honduras ([www.nph.org](http://www.nph.org)). I'm writing today to ask the Board to authorize Town Manager Dean and/or Water & Sewer Managing Engineer Jeffers to donate discarded, but serviceable, Exeter water meters for use at Rancho Santa Fe. A fellow engineer and I have offered to help improve the Rancho's water system and a key part of our plan is the installation of water meters.

The water system we're dealing with at Rancho Santa Fe is an interwoven puzzle of plumbing that services about 700 people. There are dozens of buildings including a K-8th grade school, a vocational school, a small hospital, two medical clinics, a farm, in addition to the childrens' large dormitories and smaller dwellings for the adult staff. There are actually two independent water systems...the "filtered" water system feeds sinks, showers, and toilets with poor quality surface water while the "potable" water system connects to dedicated drinking water taps.

Phase 1 of our "Rancho Santa Fe Water Management Plan" consists of creating a Computer Aided Design (CAD) drawing of the two water systems and installing 8-10 water meters in the major branches of the "filtered" and "potable" water systems. In subsequent visits to Honduras, we plan to install additional meters and further improve the Rancho's water quantity and quality. Metering all of the buildings at the Rancho would require 80-100 meters in total, but would be carried out over several years.

I've already made contact with Mr. Jeffers and learned that the Town of Exeter produces a steady supply of water meters (~650 this year) as units are swapped out when they reach the end of their service life. The meters are typically dismantled with the registers discarded and the bronze housings sold for scrap. While the questionable accuracy of these older meters is no longer adequate for Exeter's paying customers, they are perfectly suited for use on the Rancho where we will be looking for approximate water use and locating leaks.

I'm asking that the Town set aside a fraction of the used meters over the next few years for donation to NPH Honduras. Please let me know if Exeter is able to help with this effort. Thanks for your time.

Sincerely,

Carl Stevens

**TOWN OF EXETER  
MEMORANDUM**

**TO:** Board of Selectmen  
**FROM:** Town Manager   
**RE:** Banners  
**DATE:** June 15, 2015

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As you are aware, Convenient MD and our Parks/Recreation Department have a sponsorship arrangement with Convenient MD providing logos on shirts and getting recognition in the Parks/Recreation Brochure.

As you recall, Convenient MD sought the ability to hang banners at the Recreation Park (2 banners) and Brickyard Park (1 banner) to reflect their sponsorship of our Parks/Recreation programs. Convenient MD also has a similar arrangement with the Town of Stratham to hang multiple banners at their parks.

We seek the Board's concurrence in allowing the banners to be hung. Both Parks/Recreation and I are supportive of this request as an appropriate recognition of the sponsorship of Convenient MD.

We have provided photos of other banners in the Town, to illustrate there is precedent for hanging banners at sports fields within the Town to reflect sponsorship. Thank you.

# ConvenientMD

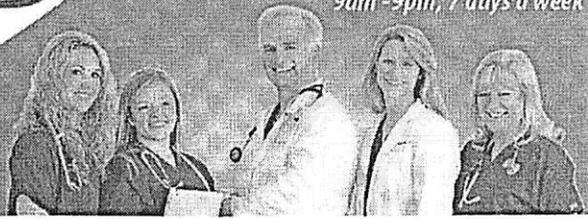
## URGENT CARE

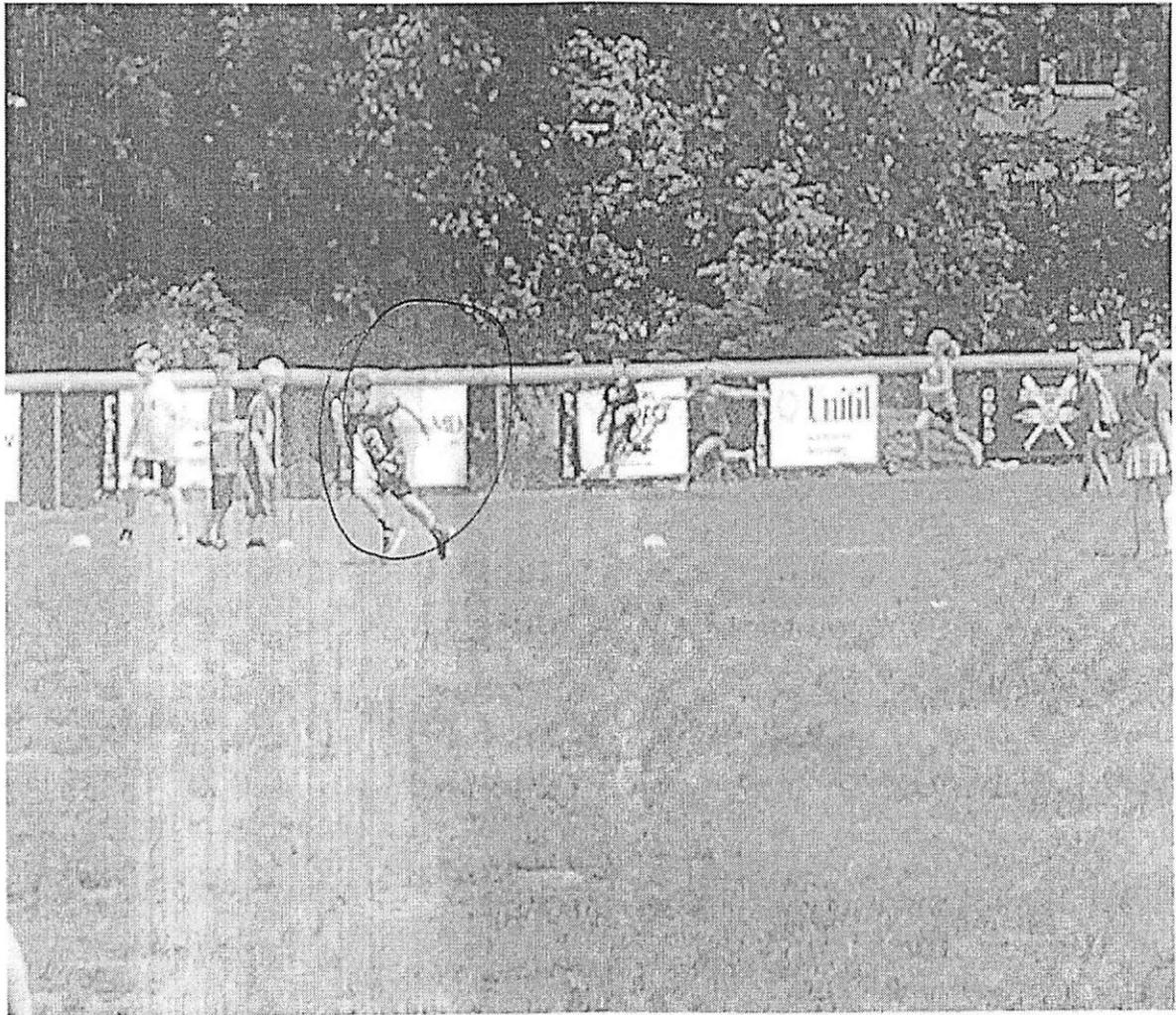
**JUST WALK IN!**

*9am - 9pm, 7 days a week*



*Proud Sponsor of Exeter Parks & Recreation*





Currier Field



Currier Field

August 19, 2014

**SPONSORSHIP AGREEMENT**

**Parties:** Exeter NH Recreation Department ("Exeter Rec" or "Licensor") and ConvenientMD Urgent Care ("ConvenientMD" or "Licensee")

**Effective Dates:**

**Term:** Initial term: 8/18/2014 to ~~8/18/2016~~

Option 1: ~~8/18/2016 to 8/18/2017~~

Option 2: 8/18/2017 to 8/18/2018

Option 3: ~~8/18/2018 to 8/18/2019~~

Handwritten notes: 8/18/2017, 8/18/2017 to 8/18/2018, 8/18/2018 to 8/18/2019. Includes initials and arrows pointing to the date ranges.

**Price:** \$6,000 per annum for the Term. Includes the Signage, Youth League Sponsorships, Camp T-shirt Sponsorship, and Events Sponsorships.

**Signage:** Licensee's sponsorship includes 3 year-round banners. Banner 1 and Banner 2 will be located at the Exeter Recreation Center Complex. Banner 1 will be on the tennis court fence, facing the playground and parking lot (banner will be 20'W x 5'H). Banner 2 will be on the tennis court fence, starting on the corner, facing the pool. Banner 3 will be located at the Brickyard Park on fence links 15, 16 and 17 (banner will be 30'W x 5'H, consisting of 1 banner on each side of the fence). Banner 1, 2, and 3 locations are shown in Appendix A. Licensee will pay for banner production and provide the banners for Licensor to hang on the agreed-upon locations. Licensee has the option to change out the banners twice per year at Licensee's expense.

**Free Vouchers:** Licensee will provide licensor with 500 free camp/sports physical vouchers per annum. Licensor can provide the vouchers to its participants, to be redeemed at any ConvenientMD location.

**Youth League Sponsorships:** Licensee's sponsorship includes the ConvenientMD logo printed on all teams' t-shirts/jerseys for the fall soccer, spring soccer, and baseball league. ConvenientMD will be the sponsor for Flag Football as well, but will not include the logo on the jerseys, due to the jersey requirements. Licensee will be the only company sponsor for these shirts.

**Camp T-shirt Sponsorships:** Licensee's sponsorship includes logo printed on all camp T-shirts. Licensee will be the only company sponsor for these shirts.

**Event Sponsorships:** Licensee will be the sole sponsor for the Easter Egg Hunt and Halloween Parade. Licensor will advertise these events as "Sponsored by ConvenientMD" (e.g. Easter Egg Hunt sponsored by ConvenientMD) on its promotional material for the event, including its website. Licensee will also be the Platinum sponsor for the summer concert series, which includes a spot on a banner with Licensee's logo, the concert flyer which gets distributed around town, and on the Licensor's website.

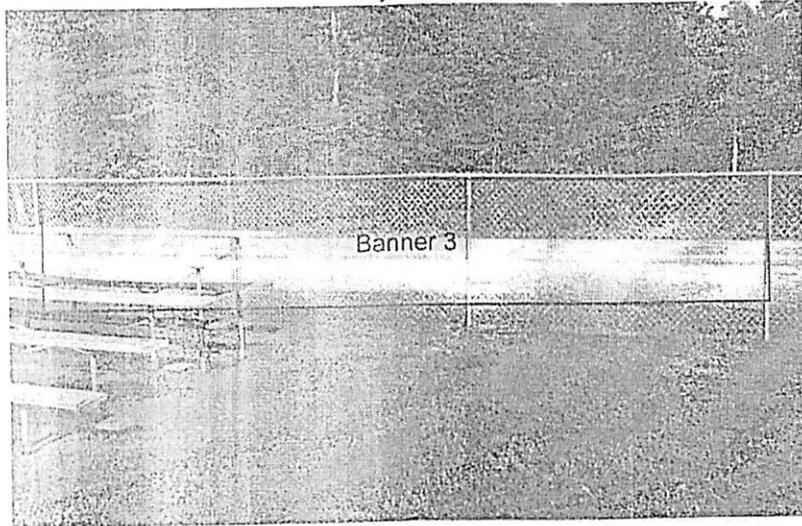
**Invoicing:** Licensor will provide an invoice annually of \$6,000 beginning August 25, 2014 and every year thereafter during the Term.

**Further responsibilities of the Licensor:**

- Licensor agrees to provide Licensee with an annual event schedule, or updates thereto, to assist Licensee in its marketing efforts. ConvenientMD has the option to set up a 10x10 tent or 6ft table and hand out giveaways and marketing materials at any of Licensor's tournaments or special events.
- Licensor agrees to provide ConvenientMD's logo and website link on its home page (<http://exeternh.gov/recreation>) of the website for the duration of this agreement.
- Licensor agrees to allow Licensee to display its brochures on the front desk, or another location mutually agreed. Licensee will leave extra brochures and Licensee will refill if it brochure holder gets low.
- Licensor agrees to not provide any advertising services, partnerships, or lease a banner to other companies competing with ConvenientMD Urgent Care
- Licensor agrees to not lease additional banners to other companies or organizations at its facilities or fields
- When possible, Licensor will recommend non-life threatening injuries occurring at Licensor's facility be treated at ConvenientMD Urgent Care and provide ConvenientMD's informational material in such circumstances.
- Licensee has the right of ~~first~~ refusal at the expiration of the Term. *not*



Brickyard Park



## Town Manager Updates

Submitted by: Russell Dean, Town Manager

Week Ending: June 26<sup>th</sup>, 2015

### Updates

Workgroup minutes from the budget recommendations committee are in the board's packet.

Eagle Scout Nick Brooks has requested permission to put a kiosk up at Gilman Park. Nick has been coordinating with our office and we are consulting with the Southeast Land Trust on this possible project.

The Board held a work session on the 17<sup>th</sup> of June regarding costs of the new Wastewater Facility and proposed treatment options. An Option 6 is being developed as a result of the meeting.

I attended an economic development seminar hosted by Optima Bank at Exeter Inn featuring information and dialogue around the Epping Road TIF District.

We are in the process of evaluating deduct meters.

The UNH Cooperative has requested the ability to place an oyster cage (to grow oysters) off the Town Dock. Mike Favreau is coordinating with my office on this request, as UNH has been referred to us on this project.

We will be scheduling the May cash meeting shortly.

### Project Updates

1. Road Paving – Crawford Avenue underway.
2. Downtown Sidewalks – Millenium Survey started elevation surveys May 26<sup>th</sup>.
3. Linden Street Bridge – Construction bid recommendation June 29<sup>th</sup>.
4. String Bridge – Hoyle/Tanner has completed engineering study and it has been submitted to NHDOT for review.
5. Great Dam – Permitting continues, working with property owners in anticipation of doing work along river occupied by Dam.
6. Lincoln/Daniel/Tremont Street water/sewer lines – Engineering agreement with CMA approved.
7. Groundwater Treatment Plant – Gilman Well pump house reconstruction.
8. Tree Program – starting tree ID inventory in Swasey Parkway with Fred Borman, Rockingham County forester.

### Other

1. Review Monthly Department Reports
2. Town Planner Transition/Planning Board/RPC/Outside Review

3. New Hire(s) – Temp/Seasonals (EXTV, Recreation Camp)
4. Resignations – None.
5. Citizen requests/complaints – recycling pick up complaint, Marshall Farms.
6. Tax issues – deeding/late tax issues, camper tax issues.

#### Upcoming Calendar

1. BOS Regular Meeting – July 13<sup>th</sup>
2. BOS Regular Meeting – July 27<sup>th</sup>

# Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

## Eagle Scout Candidate

Name: Nicholas James Brooks Birth date: January 28th, 1998  
Email address: brooks\_nj@comcast.net BSA PID number\*:  
Address: 102 Front Street Apt 4 City: Exeter State: NH Zip: 03833  
Preferred telephone(s): 1-603-686-4927 Life board of review date:  
\* BSA PID No., found on the BSA membership card

## Current Unit Information

Check one:  Troop  Team  Crew  Ship Unit Number: 323  
Name of District: Historic Name of Council: Daniel Webster  
Unit Leader Check one:  Scoutmaster  Varsity Coach  Crew Advisor  Skipper  
Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Unit Committee Chair

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Unit Advancement Coordinator (If your unit has one)

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Beneficiary (Name of religious institution, school, or community)

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Your Council Service Center

Contact name: Preferred telephone(s):  
Address: City: State: Zip:

## Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Preferred telephone(s):  
Address: City: State: Zip:  
Email address:

## Project Description and Benefit

Briefly describe your project.

I plan to erect an informational kiosk at Gilman Park in Exeter. The kiosk will be three(3) sided with plaques on each of the three(3) sides. One side will be dedicated to the Gilman family, from whom the land was donated. One side will be dedicated to the two(2), formerly three(3) Dahlgren cannons, and one side dedicated to the contributors of the projects, a special thanks to donators.

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add Images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

Click above box to add an image. Click here to add an image caption.

Click above box to add an image. Click here to add an image caption.

Tell how your project will be helpful to the beneficiary. Why is it needed?

The kiosk will benefit the town by informing the public about the history of Gilman Park, the cannons and all of the work that has gone into the upkeep and refurbishment of the landmark.

When do you plan to begin carrying out your project? July 2015

When do you think your project will be completed? August-September 2015

## Giving Leadership

Approximately how many people will be needed to help on your project? 20-30

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will ask as many troop members as possible, as most of them need community service hours for advancement, friends and family will also be included in the process.

What do you think will be most difficult about leading them?

I think the most difficult part about leading everyone who helps me with my project is making my voice heard. I'm not the best at public speaking and getting in front of people but being the leader of the project and having my opinion be the final say will be nice.

## Materials

*Materials are things that become part of the finished project, such as lumber, nails, and paint.*

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Four(4) 4 x 4 x 8,

Three(3) 2 x 6 x 8

Six(6) 2 x 4 x 8

Two(2) 1/2 x 4 x 8 Sheets of Plywood

Three(3) Lashings / Drip Edges

One(1) Sheet of Asphalt Shingles

Roofing Nails

1/4 Inch Lag Bolts

Three(3) Boxes of Deck Screws

Three(3) Sauna Tubes

Two(2) 50lb. Bags of Concrete

Two(2) Gallons of Wood Stain

**Supplies**

*Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.*

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Shovels

Hammer

Cordless Screw Driver / Drill

Post Hole Digger

Level

Tape Measure

Skillsaw

Wheel Barrow

Safety Goggles and Gloves

## Tools

*Include tools, and also equipment, that will be borrowed, rented, or purchased.*

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Shovels  
Hammer  
Cordless Screw Driver / Drill  
Post Hole Digger  
Level  
Tape Measure  
Skillsaw  
Wheel Barrow  
Safety Goggles and Gloves

## Other Needs

*Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.*

What other needs do you think you might encounter?

Due to summer and bugs making their return I might need  
Bug Spray  
Sun Screen  
Long Pants (Poison Ivy)

## Permits and Permissions

*Note that property owners should obtain and pay for permits.*

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take? Permission from the Town of Exeter, Mr. Russ Dean. Possibly the SE Land Trust, who oversees Gilman Park.

## Preliminary Cost Estimate

*You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.*

Enter estimated expenses below:  
*(Include sales tax if applicable)*

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$0.00	I plan to hold a car wash, because \$350.00 shouldn't be too hard to raise, but I plan to
Supplies:	\$0.00	seek donations from Exeter Lumber, and Arjay Ace for paint.
Tools:	\$0.00	
Other:	\$0.00	
<b>Total costs:</b>	<b>\$0.00</b>	

## Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Planning
2. Fundraising
3. Get Materials
4. Construction
5. Set Kiosk in Place
6. Paint
7. Place Informational Plaques



## Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan?  
Carpool with troop approved parents. Tools and materials will be moved with my dad's truck and / or my moms van.

## Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of.  
Power tools, and sharp objects. With the proper safety equipment there should be no real safety concerns.

## Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings."  
I will complete a set of detailed drawings to exact dimensions, plot exactly where I plan to place the kiosk and dig the holes. I will write and research what I'm going to put on the plaques.

## Candidate's Promise\* Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

\* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

## Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

## Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

## Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes  No

Signed

Date

Name (Printed)

## Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed

Date

Name (Printed)

\*While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (\*). Council or district approval, however, must come after the others.

Town  
of  
Exeter



Russ Dean <rdean@exeternh.gov>

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## 2015 CEDS

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Jennifer Kimball <jennifer@redc.com>

Fri, Jun 26, 2015 at 12:38 PM

Dear Committee Members and colleagues:

The 2015 CEDS was adopted by the Steering Committee and sent off to the EDA. Thank you for your hard work and help during this past planning year. Over the next couple of months, the final version of the CEDS will be available for viewing and downloading on our website. Additionally, hard copies will be mailed to each of the committee members and all of our municipalities by the end of the summer. If you require additional copies, please let us know (the copies will not be available until later this summer).

Once again, thank you for your hard work. Enjoy your summer, and we'll see you in the fall!

--

Jen Kimball

Planner, REDC

(603) 772-2655

Jennifer@redc.com

Office Hours: 8:30-2:30 Tues, Wed & Fri

Add REDC on LinkedIn to stay up to date on our news and events!

**WORKGROUP OF THE  
EXETER BUDGET RECOMMENDATIONS COMMITTEE  
MEETING June 10, 2015**

In attendance:

Corey Stevens, Chair  
Phil Johnson  
Anthony Zwaan  
Frank Ferraro

Allan Corey  
Peter Lennon  
Bob Kelley  
John Gilbert

- Meeting opened at 6:10 PM.
- Important for Budget Recommendations Committee (BRC) and subcommittees to get information at least 48 hours in advance of meetings, including meetings with Department heads, to allow time for consideration and development of questions. Agreed to put this expectation forward to Town Manager/Finance Office.
- Agreed to eliminate formal presentations by departments to the full BRC. All Department budget presentations will be made during the subcommittee/ Department meetings. Department presentation materials and narratives should be made available in hard copy to the respective subcommittee at least 48 hours in advance of such meetings.
- Agreed to make clear the expectation that subcommittees will:
  - be responsible for a thorough review/analysis of their budget element;
  - be responsible for completing a narrative report including Departmental attachments at least 48 hours before meeting at which to be discussed (distribution of report to full BRC and to Town Manager); and
  - be responsible for presentation to full BRC their portion of budget; Department leaders are requested to attend the full BRC meeting to answer questions rather than to present their full budget.
- Agreed to communicate to Department leaders that they are present to answer questions posed by the full BRC within which they can make a pitch for any special concerns. Department leaders, therefore, need to plan to make their best pitch at subcommittee level.
- Agreed there is diminishing return in focusing on line by line commentary. Consider establishing some criteria for discussing a given line, e.g., <\$500 change from prior year or line item less than some number.
- Reviewed and agreed on information-gathering requirements and suggested modifications to the Budget Recommendations Committee process (attached). Agreed to circulate as template to Town Manager and ask for transmittal to Department heads.
- Agreed that Selectboard participation in full BRC meetings is useful to get background on budget, and for providing specific facts not otherwise known to the BRC – Chair needs to guide Selectboard involvement in the process.
- Agreed that prefer to develop the budget based upon Department asks adjusted by BRC judgment for reasonableness, rather than starting with an agreed upon target number with Selectboard.
- CIP process modifications:
  - Agreed that Town Manager/Departments will be asked to provide a schedule of future debt service associated with all CIP requests, as well as existing debt service. This schedule should be provided in advance of the budget review process.
  - Agreed that department-specific CIPs should be reviewed in the subcommittees. Subcommittee report will be on operating budget and the combined debt service schedule for all of the items in the CIP for that department.
  - Agreed to then have a CIP-focused meeting of full BRC where subcommittees present their recommendations for the individual department-specific CIP along with an analysis

of the long-term debt impacts. As with discussion of operating budgets, Department leaders are requested to be present to answer questions, but not to make presentations.

- Agreed to recommend that Town Manager be asked to present the long-term debt implications for CIP items along with the existing debt schedule for consideration by Town.
- Adjourned at 8:20 PM.